

CHAPTER 5

MANPOWER MANAGEMENT

The Navy's concern for effective management of manpower resources has never been greater, especially with the reduction of the U.S. Armed Forces. Navy manpower strength will certainly decrease. The Navy's objective in manpower management is to distribute personnel to activities where their talents are required and are best used. As a Personnelman first class (PN1) or Chief Personnel man (PNC) you need to have knowledge of manpower management. This chapter is designed to provide you with the knowledge and terminology to help you understand manpower management. When you prepare manpower change requests, refer to this chapter, OPNAVINST 1000.16G, and other pertinent publications.

MANUAL OF NAVY TOTAL FORCE MANPOWER POLICIES AND PROCEDURES

OPNAVINST 1000.16G is the same document as the title *Manual of Navy Total Force Manpower Policies and Procedures* implies. The title has been changed through the years, with this being the latest. Changes, of course, have been incorporated in all revisions to show the latest information and procedures. OPNAVINST 1000.16G aids all levels of the chain of command in the management of total force manpower resources. The manual describes how the Navy determines, forecasts, and programs manpower for ships, aviation squadrons, shore activities, staffs, and new developments. The manpower managers and others involved in the management of manpower resources use this manual. Manpower managers are commanders, commanding officers (COs), officers in charge (OICs), and staff personnel who have control of manpower resources.

PURPOSES

The *Manual of Navy Total Force Manpower Policies and Procedures*, OPNAVINST 1000.16G, has several important purposes. Some of them are listed as follows:

- Provide information, outline policy and procedures, and assign responsibilities for the various

programs that document the Navy's wartime and peacetime demand for manpower assets.

- Provide information and outline procedures for programming manpower, determining future manpower requirements, and a description of Hardware/Manpower (HARDMAN) Integration. The HARDMAN process is a Navywide standardized set of procedures. This process identifies the manpower, personnel, and training requirements for all ships and aircraft systems acquired through the Weapon Systems Acquisition Process (WSAP).

- Issue policies of the Chief of Naval Operations (CNO) on Navy total force manpower.

- provide information, policies, and procedures about the Navy's officer subspecialty system.

- Appoint and assign responsibilities to resource sponsors and manpower managers. A resource sponsor is an OPNAV principal official responsible for combining resources that form inputs to warfare and supporting tasks.

- Assign responsibilities to manpower claimants. In the resource management system, manpower claimants are the major commanders or bureaus that are authorized manpower resources directly by the CNO for the accomplishment of the assigned mission and tasks.

- Assign responsibilities to COs and OICs for the review and management of their manpower.

- Issue codes that are not contained in other publications for use in manpower authorizations.

- Provide comprehensive definitions and planning guidance for manpower in all mobilization phases.

- Establish procedures for requesting changes to manpower authorizations. Provide examples of properly prepared Manpower Authorization Change Requests, OPNAV 1000/4A.

- Define the Manpower Claimant Access Support System (MANCLASS) role as the vehicle to submit manpower authorization change requests via the chain of command to update the Navy Manpower Data Accounting System (NMDAS) billet file. MANCLASS

allows claimants and certain subclaimants, such as type commanders (TYCOMs), to access the OPNAV manpower files. NMDAS is discussed later.

SCOPE

OPNAVINST 1000.16G contains the background, policies, and procedures necessary for the effective determination, programming, classification, and management of Navy manpower requirements and authorizations.

MANPOWER PLANNING SYSTEM OBJECTIVES

The manpower requirements resulting from the policies and procedures contained in OPNAVINST 1000.16G provide the basis to program manpower as well as to develop plans to procure, train, and assign personnel. The CNO directs and coordinates the development and implementation of the manpower planning system to do the following:

- Determine quantitative and qualitative military and civilian manpower requirements, expanded by contract support, to achieve approved operational and mission objectives.

- Provide a system to combine manpower requirements information at the various levels above the activity level, to support and justify Navy manpower requirements during all stages of the Planning, Programming and Budgeting System (PPBS). PPBS is a Department of Defense (DOD) process that operates on a 20-month cycle, supporting submission of the President's biennial budget to Congress. PPBS is the process of planning the forces required to meet the nation's defense needs and to translate those forces into specific programs and budgets the dollars required to carry out the programs.

- Relate approved manpower requirements and manpower resources/authorizations to funded programs, while achieving economic objectives and effective use of manpower and personnel resources.

- Relate support manpower requirements within the Shore Establishment to the changing demands of the Operating Forces.

- Reduce response time for manpower information by providing a capability to respond to management questions.

- Provide reliable planning information to personnel inventory managers, both military and civilian. This way, they may measure the administration and impact of manpower management actions.

MANPOWER REQUIREMENTS

Manpower requirements provide the Navy a credible baseline for planning, programming, and budgeting for total force manpower resources (active and Reserve military, civilian, and contractor) to support the Operating Forces and Shore Establishment under wartime and peacetime conditions.

WARTIME

The following wartime manpower programs establish the manpower requirements:

- Ship manpower requirements program
- Aviation manpower requirements program for aviation squadrons and the afloat Aircraft Intermediate Maintenance Department (AIMD)
- Navy Manpower Mobilization System (NAMMOS) for shore activities
- HARDMAN program for WSAP

PEACETIME

The following peacetime manpower programs establish the manpower requirements as well:

- Shore manpower requirements program (efficiency review [ER] process that includes results from commercial activities [CA] studies). Efficiency review is a process that implements effective and efficient operations with minimal use of resources.

- HARDMAN

Manpower requirements, in the Office of the CNO (OPNAV) billet tiles (NMDAS), are displayed across a Six Year Defense Program (SYDP). The SYDP summarizes the Secretary of Defense's approved plans and programs for the DOD. The SYDP is published at least annually.

NAVY MANPOWER ANALYSIS CENTER

The Deputy Chief of Naval Operations (Manpower, Personnel, and Training) (DCNO)(MPT) CNO (OP-01) controls policy and the direction of manpower requirements. The Navy Manpower Analysis Center

(NAVMAC) is a supporting organization that provides essential support. The NAVMAC mission is as follows:

- Develops and documents total wartime manpower requirements for all fleet and shore activities of the Navy
- Reviews documentation for total force manpower requirements of the Naval Shore Establishment and maintains supporting automated data processing (ADP) systems
- Operates the Navy School of Manpower Management
- Provides direct support in developing policy and procedures for the Navy manpower requirements programs
- Provides technical consulting services in all facets of manpower management to manpower claimants, resource sponsors, and other OPNAV offices
- Performs other manpower analyses and studies as may be directed by the CNO

Although not under immediate control and direction of the DCNO (MPT), the Naval Air Systems Command (NAVAIRSYSCOM) and Naval Sea Systems Command (NAVSEASYS COM) are important contributors in the measurement, determination, and documentation of Navy manpower requirements.

NAVAL AIR SYSTEMS COMMAND

The Aviation Training Systems Program Coordination Office conducts manpower, personnel, and training analyses for aircraft platforms as well as aircraft systems, subsystems, equipment, and programs. Documents developed by NAVAIRSYSCOM include HARDMAN manpower, personnel, and training concept documents, resource requirements documents, Navy training plans, preliminary squadron manpower documents, and aviation phasing plans. After approval by OP-01, these analyses are implemented in OPNAV billet files and used in outyear projections for applicable aviation manpower requirements programs.

NAVAL SEA SYSTEMS COMMAND

NAVSEASYS COM performs manpower, personnel, and training analysis for ships as well as systems and equipment designed for installation in Navy shore and ship activities. The broad range of analyses performed by NAVSEASYS COM includes but is not

limited to preliminary ship manpower documents, Navy training plans, crew scheduling and phasing plans, and life-cycle cost reports. These analyses support new ship construction, conversion, or modernization; and the operator/maintenance requirements for new systems and equipment. After approval by OP-01, analyses from the systems commands (SYSCOMs) are implemented in OPNAV billet files and used in outyear projections for applicable shore activity or ship manpower requirements.

SHIP MANPOWER REQUIREMENTS

The ship manpower requirements program analyzes and documents by individual billet the minimum wartime quantitative and qualitative manpower requirements by type of ship. This is so each ship may accomplish assigned missions and required operational capabilities in the projected operational environment (ROC/POE) in the current year, budget year, and SYDP. ROCs are statements prepared by mission and force function sponsors that describe the capabilities required of ships and squadrons in various operational situations. POE is the environment in which the ship or squadron is expected to operate, including the military climate; for example, at sea, at war, capable of continuous operations at readiness condition III.

Ship manpower requirements are periodically updated to make sure support for the PPBS as well as analyzing impacts of decisions that affect the current and budget years. Ship manpower documents (SMDs) show requirements and battle bill information for specific ships or, when possible, a class of ships are published as OPNAV instructions in the respective 5320 series. This same process applies to other activities such as ascertain afloat staffs that perform their mission tasking at sea aboard a commissioned ship.

AVIATION MANPOWER REQUIREMENTS

The aviation manpower requirements program is an OPNAV-approved, standard-based requirements system that identifies multiyear requirements to support the PPBS by establishing baseline manpower requirements based on ROC/POE statements. The program ensures a validated and justifiable technique to determine both military and civilian qualitative and quantitative billet requirements. Outyear projections are based on Navy training plans (NTPs), preliminary squadron manpower documents (PSQMDs), and HARD MAN-derived manpower requirements.

Squadron manpower documents (SQMDs) estimate staffing standards that reflect resource sponsor-approved programmed changes. The NTP is the principal document for defining manpower, personnel, and training requirements for new aviation equipment; system, subsystem, or total ship developments; ships transferred to the Naval Reserve; Reserve programs; area training requirements or mission continuation; and the resources necessary to support the training requirements. The PSQMD is required when new aircraft is acquired and identifies the quantitative and qualitative manpower requirements associated with the new hardware.

The Aviation Manpower Requirements program documents manpower requirements for the Navy's aviation squadrons and afloat AIMDs, including sea operational detachments (SEAOPDETS). These requirements are published in SQMDs for aircraft squadrons, SMDs for afloat AIMDs, and SEAOPDET documents. Aviation manpower requirements are updated three times each year to support the program objectives memorandum (POM) and PPBS. Additionally, current year and budget year requirements reflect post-POM decisions that change manpower requirements. POM is a document where each military department and defense agency recommends and describes biannually its total resource and program objectives.

EFFICIENCY REVIEWS

The ER process reviews and assesses workloads in terms of the activity's mission and function. The ER objectively reviews and determines the equipment, processes, and skills necessary for the activity to efficiently discharge those missions and functions. The ER also determines the number and defines the mix of military, civilian, and contractor manpower required. Furthermore, the ER provides the claimant's implementation plan to improve the activity's ability to accomplish its mission.

The most efficient organization (MEO) is developed during an ER process. It defines the minimum quantity and quality of manpower required to produce the output(s) established in the activity's performance work statement (PWS). The PWS identifies what work is to be done to the maximum extent possible without stating how to do it. It identifies standards of performance to be met in measurable terms of quality, quantity, and timeliness.

Determination of the MEO is based on the use of recognized methods of engineering, work simplification, staffing standards, and work measurement techniques. The MEO should reflect economy, efficiency of operations, effective employee use, the best mix of staffing, and proper application of military essentiality codes (MECs) to all military requirements (billets). The MEC denotes the reason for military staffing; for example, combat readiness, law, training, discipline, or military background.

The ER process complements good management practices within the Navy and the wide spectrum of Navy productivity improvement programs designed to achieve efficiency and effectiveness. The MEO, as the product of an activity ER, shows the results of all productivity improvement processes used by the activity.

NAVY MANPOWER DATA ACCOUNTING SYSTEM

The NMDAS is the central, authoritative data base for maintaining manpower authorizations both in quantitative and qualitative form. This system interacts on a continuous basis with other automated systems to support the PPBS and congressional process.

A quantitative subsystem of NMDAS, the Navy Manpower End Strength Subsystem (NMESS) maintains combined numerical controls on various categories of military manpower as well as the location of that manpower. Categories include Military Personnel, Navy (MPN), Reserve Personnel, Navy (RPN), officer, enlisted, and midshipmen as well as other modifiers such as students and trainees. Location of the manpower is achieved by assigning all NMESS numbers to unit identification codes (UICs).

Assignment of other data elements to the UICs permits NMESS numbers to be combined in various arrays such as program elements, defense planning and programming categories, and budget decision units. Program element is a basic component of the PPBS that represents an integrated combination of Navy personnel, equipment, and facilities that together are an identifiable military capability or support activity.

NMESS data is transferred to the Navy Headquarters Programming System (NHPS) maintained by CNO (OP-80). This action supports the POM process.

MANPOWER MANAGERS AND ADVISORS

Manpower managers exercise control of manpower resources. Because of the high costs of personnel and the difficulty in providing skilled personnel to meet requirements, manpower requirements must be minimized. Therefore, effective control of manpower resources is mandatory to achieve the best use. To achieve this control within the Navy, manpower managers use classification systems that clearly define manpower requirements and the related personnel qualifications.

DEPUTY CHIEF OF NAVAL OPERATIONS (MANPOWER, PERSONNEL, AND TRAINING)

The DCNO (MPT) has many duties and responsibilities. Some of these are as follows:

- Exercises overall management of Navy manpower
- Manages the quality and distribution of authorized manpower
- Issues policies and procedures for manpower management
- Approves and maintains manpower classification systems, coordinates these matters with the Chief of Naval Personnel (CHNAVPERS)
- Initiates and conducts reviews of various categories of manpower, restructures authorized billets, and redistributes authorizations for maximum manpower effectiveness
- Authorizes only those billets that may be fulfilled by qualified personnel on a long-term basis
- Recommends to higher authority the size and composition of the Naval Reserve, based upon mobilization manpower requirements, and prescribes the allowed personnel strength of individual programs of the Naval Reserve
- Maintains the authoritative manpower requirements and authorizations data bases
- Provides manpower managers with total force manpower requirements and authorizations information

MANPOWER CLAIMANT AND SUBCLAIMANTS

In the Resource Management System, manpower claimants are the major commanders or bureaus that are authorized manpower resources directly by the CNO for the accomplishment of the assigned missions and tasks while the subclaimants are groups of activities within the manpower claimant for manpower management purposes. The duties and responsibilities of manpower claimants and subclaimants include but are not limited to the following:

- Exercise overall management of assigned manpower resources
- Conduct ER studies
- Recommend reprogramming authorized manpower as necessary for optimum accomplishment of assigned functions within CNO policy constraints
- Periodically review the manpower/personnel classification systems to make sure proper statement of manpower requirements and related personnel qualifications; submit recommended changes
- Review all requests originated within the assigned claimancy for changes to activity manpower authorizations; make sure of conformance with CNO policies and procedures; and provide compensation where required according to priorities within the claimancy
- Minimize the number of manpower authorization change requests by proper planning, annual billet and position reviews, and consolidation of desired manpower changes

COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE

The duties and responsibilities of commanders, COs, and OICs include but are not limited to the following:

- Exercise overall management of assigned manpower resources.
- Make sure the number of billets and positions and the qualifiers assigned to each on the activity manpower authorization are the minimum requirements necessary to support the mission, functions, and tasks of the command. Identify, to the manpower claimant, all billets and positions in excess of those required.

- Annually review all authorized billets and positions to make sure manpower requirements within CNO policy constraints are correctly stated. Recommend changes to the manpower claimant via the chain of command.

- Before requesting an increase in manpower resources because of changes in tasks or increased workload, analyze all manpower requirements (military and civilian) and the billets and positions authorized.

- Minimize the number of manpower authorization change requests by proper planning, annual billet and position reviews, and consolidation of desired manpower changes.

- Make sure the change requests are submitted sufficient in advance of the requested effective date of change, to permit adequate time for review at the various levels of the chain of command, for thorough consideration by CNO/CHNAVPERS and for orderly response by personnel distribution authorities. Due to fiscal constraints, rotational patterns, training support, and deployment schedules in the case of ships and squadrons, actual manning of newly authorized billets may not be satisfied in less than 9 to 12 months from date of approval.

- Make sure each requested action is complete and accurate and includes necessary mobilization requirements.

- Make sure complete justification is provided for each request for revision.

ENLISTED RATING/NAVY ENLISTED CLASSIFICATION ADVISOR

To aid the CNO and CHNAVPERS in executing their responsibilities on enlisted manpower and personnel, enlisted rating advisors are designated from among the DC NOs, commanders of systems commands, and heads of other offices as required. Each rating and Navy Enlisted Classification (NEC) code are assigned a primary advisor and, if necessary, a technical advisor to provide operational and technical expertise in the occupational areas in which a rating is involved.

ENLISTED RATING/NAVY ENLISTED CLASSIFICATION PRIMARY ADVISOR

The enlisted rating/NEC primary advisor is that command or office having primary responsibility for the functional or mission area within which a rating/NEC is principally employed. When necessary, this may be

shared responsibility with another primary adviser. The primary advisor is concerned with all aspects of the rating and associated NECs. The enlisted rating/NEC primary advisor also does the following:

- Provides guidance concerning functional and mission use of personnel.

- Provides guidance on the career progression for each rating and those NECs having career progression.

- Provides guidance on basic and advanced training for the rating. Advises the sponsors, CHNAVPERS, and Chief of Naval Education and Training (CNET) about training requirements.

- Remains informed of and provides advice on billet authorizations for the rating and the impact of major programs on the rating structure. Recommends compensation to correct grade structure imbalances and review billet changes when appropriate.

- Participates in the development of, provides advice on, and approves technical changes to occupational standards applicable to enlisted ratings and paygrades.

- Reviews task analysis reports pertaining to sponsored ratings. Begins management action to correct identified deficiencies.

- Determines, plans for, and supports rating and NEC requirements for systems under development and for planned major changes to existing systems.

- Provides technical advice and assistance to the military manpower claimants and resource sponsors about peacetime and mobilization manpower requirements for activities that the enlisted rating primary advisor has functional interest.

ENLISTED RATING/NAVY ENLISTED CLASSIFICATION TECHNICAL ADVISOR

The enlisted rating/NEC technical advisor is that command or office responsible for the technical areas in which a rating or NEC is principally involved. The technical advisor is concerned with manpower/weapons system relationships, development of occupational standards, and training requirements related to technical aspects of the rating or NEC. The enlisted rating/NEC technical advisor also does the following:

- provides recommendations on rating and NEC requirements for systems under development and for planned major changes to existing systems

- Reviews and recommends changes to rating occupational standards
- Aids the primary advisor in review of basic and advanced training for ratings
- Advises the primary advisor concerning compensation for billet changes and adjustments to paygrade structure

OPNAVINST 1000.16G lists other advisors and their respective responsibilities.

NAVY STANDARD WORKWEEKS

An essential part of manpower requirements determination is the establishment of standard workweeks for use of personnel. Workweeks for sea duty units and detachments are based on operational requirements under projected wartime conditions. The workweek for ashore units is based on peacetime conditions. They are used by the CNO in the documentation of manpower requirements.

The Navy's standard workweeks are key elements in the calculation of Navy manpower requirements. They are guidelines for sustained personnel use under projected wartime or peacetime conditions and are not intended to show the limits of personnel endurance. They are for planning purposes only and are not restrictive nor binding on commanders or COs in establishing individual working hours.

Daily workload intensity is a function of operational requirements; as such, the actual day-to-day management of personnel is the responsibility of the CO. Under certain circumstances it may become necessary to exceed the standard workweek; however, extending working hours on a routine basis could adversely affect such matters as morale, retention, and safety.

POLICY

To reduce the total number of hours personnel are required to be on board for work and duty, COs maintain the maximum possible number of duty sections. The size of each duty section is the minimum necessary to assure safety, security, and the performance of required functions. When in Condition V, ships in U.S. ports maintain six duty sections, unless otherwise authorized and directed by the CNO and the responsible fleet commander in chief. Shore activities in the United States or overseas where accompanying dependents are authorized maintain a minimum of at least four duty

sections, unless prevented by urgent and extreme circumstances.

BASIC WORKWEEK CONSIDERATIONS

Refer to the following information that discusses workweek considerations.

Work Averaging

The nature of Navy work, watch, and duty requirements makes it difficult under all circumstances to fix work periods on a daily or weekly basis. Averaging techniques are, therefore, employed to determine the elements that include the various workweeks. As a result, workweeks are not an expression of the maximum weekly hours that may be expended by an individual in any particular week, but rather regulate the average weekly hours that will be expended on a monthly or annual basis.

Assumptions

Average weekly hours expressed in each Navy standard workweek are guidelines for sustained personnel use. Basic assumptions are as follows.

AT SEA.— The afloat workweek assumes a unit steaming in Condition III (Wartime/Deployed Cruising Readiness) on a three-section watch basis.

ASHORE.— The workweek for activities where accompanying dependents are authorized is based on a 5-day, 40-hour workweek.

MOBILIZATION

The Navy standard workweeks for mobilization are used to measure the Navy's ability to respond during contingencies. The measurement of the workload under such conditions is a difficult task. The establishment of specific workweek elements provides a basis for manpower planning during mobilization.

OVERSEAS

Manpower claimants determine standard workweeks for foreign national employees. The standard workweek for foreign national employees should be developed by locale and used in the development of efficiency reviews. A standard workweek is used in determining U.S. civilian requirements overseas.

NAVY MANNING PLAN FOR OFFICERS

The Navy manning plan for officers (NMPO) will replace the officer manning plan (OMP). The NMPO aligns officer billets and personnel inventory as mandated by the Defense Officer Personnel Management Act (DOPMA). Grades must match supply and demand requirements in the control grades of lieutenant commander through captain.

The NMPO decentralizes the detailing process; allows flexibility and authority for officer placement and the activity being manned; eliminates the need for manpower claimants to designate billets to be gapped; increases the dialogue between placement officers and respective commands, a strength of pre-OMP days; and fair-shares officer inventory across requirements. The plan provides three levels of control in achieving the following objectives.

DISTRIBUTION CONTROL

Distributable officer inventory is identified by designator and paygrade. Inventory is then matched, on a fair-share basis, against combined authorizations within activity categories. This is done to satisfy CNO-established activity category manning percentage goals.

MANNING CONTROL

Using the number and grade of officers allocated to each activity category, in comparison to billets authorized, CHNAVPERS determines the actual manning of each activity within its parent category. These manning decisions are issued semiannually in an OPNAVNOTE 1040, indicating projected authorizations and planned fill levels. Planned manning levels are shown in activity officer distribution control reports (ODCRs).

ASSIGNMENT CONTROL

CHNAVPERS assigns the best qualified officers to achieve prescribed fill levels as coordinated between placement officers and their respective activity COs. Assignments in excess of planned billets fill levels are not made without explicit CNO/CHNAVPERS approval.

NMPO IMPLEMENTATION

NMPO implementation will occur overtime in three distinct phases. NMPO will be implemented first for

unrestricted line (URL) officers, then for limited duty officers (LDOs), chief warrant officers (CWOs), and restricted line (RL) officers, and finally for staff officers.

NMPO will not be an overnight answer to manning previously gapped billets, but will fill these shortages through the normal rotation, accession, and training process. There is a possibility that the phases discussed in this section will have already occurred by the time this TRAMAN is published.

ENLISTED PRIORITY MANNING

The need for priority manning is dictated by the fact that the mission accomplishment of some activities is especially essential to national interests and these activities must be properly manned, even when personnel shortages exist. Authorized priority manning is indicated on activity manpower authorizations and may encompass up to 100 percent manning in quality and quantity for all or part of the activity. Priority manning may be on a continuous basis or may exist only for specified periods of time.

MANNING CONTROL AUTHORITIES

Continuous management of authorized priority manning is necessary to assure mission accomplishment and because a decision to priority man an activity is also a decision to underman other activities. The manning control authorities (MCAs) tasked to help the CNO in managing requirements for priority manning are as follows:

- CHNAVPERS—for all activities identified with MCA CHNAVPERS on the Enlisted Distribution and Verification Report (EDVR).
- Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)—for all activities identified with MCA CINCLANTFLT on the EDVR.
- Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)—for all activities identified with MCA CINCPACFLT on the EDVR.
- Commander, Naval Reserve Force (COMNAVRESFOR)—for all activities identified with MCA COMNAVRESFOR on the EDVR.

POLICY

Only CNO may authorize and direct priority 1 and 2 manning. The MCAs may authorize and direct priority 3 manning for their assigned activities only.

Priority 1 Manning

Ships and activities whose mission success is vital to the highest national interest and that require some degree of priority manning for an indefinite period may be authorized priority 1 manning. Priority 1 manning is limited to that portion of the activity essential to mission success.

Priority 2 Manning

Ships and activities whose mission success is essential to the national interests and that have specific needs for increased manning for a specified period to carry out their mission may be authorized priority 2 manning. Priority 2 manning is limited to that portion of the activity essential to mission success.

Priority 3 Manning

Ships and activities that have a specific need for increased manning above the normal manning level for specific mission accomplishment may be authorized priority 3 manning by the respective MCA. Priority 3 manning is not normally authorized for periods in excess of 1 year. All priority 3 manning authorizations are automatically canceled on 31 March each year, unless a specific date is otherwise authorized.

Unauthorized Priority Manning

No activity can be priority manned except as authorized by CNO for priority 1 and 2 manning. The employment of personnel assigned to a priority-manned activity in functions not approved for priority manning is, in effect, unauthorized priority manning. The overall integrity of the enlisted personnel distribution system requires that prioritized allocation and assignment of personnel be reduced. If personnel on board exceed that required to perform the priority-manned function or onboard personnel are not qualified, action must begin to terminate the priority manning, reduce the billets authorized in the priority-manned function, or effect reassignment of the unqualified personnel.

Consideration for Lower Priority

Requests for priority 1 and 2 manning that are disapproved or recommended for disapproval are considered by MCAs and CNO for a lower level of priority manning.

Excess Manning

Manning a ship or activity in excess of authorized billets is not authorized unless Navywide excesses exist in the applicable distribution community (rating/NEC). MCAs do not assign a special Navy manning plan (NMP) above billets authorized by distribution community within an activity, unless such action is accompanied with a billet reprogramming request having exact compensation (rating, paygrade, and end strength numbers).

PERSONNEL ASSET DISTRIBUTION

In response to authorized priority manning requirements, the following distribution procedures for priorities 1, 2, and 3 are in effect:

- CHNAVPERS distributes personnel first to ships and activities authorized priority 1 manning from total Navy assets. Personnel are then distributed to activities authorized priority 2 manning from the total remaining Navy assets. When all priority 2 manning requirements are met, CHNAVPERS then distributes the remaining personnel assets to the MCAs on a fair-share basis.

- MCAs establish manning levels within their area of responsibility to authorized priority 3 manning requirements and then provide (fair-share) manning levels for their remaining activities.

Currently, the capability in personnel requisitioning and distribution systems is limited to priority manning only whole activities, whole ratings at activities with a UIC, or whole NEC communities at an activity. Commands requesting priority manning must realize the effect of these limitations on the priority manning system.

ADMINISTRATIVE PROCEDURES

Initial requests for priority 1 or 2 manning must be sent to the DCNO (MPT) via the activity's MCA, with copies to the remaining three MCAs (CINCLANTFLT, CINCPACFLT, CHNAVPERS, or COMNAVRESFOR, as appropriate). Requests generated by OPNAV or project managers for priority 1 or 2 manning must be addressed directly to DCNO (MPT) who will then solicit comments from the MCAs.

Requests for continuation of an existing priority 2 manning authorization must be sent to reach the DCNO (MPT) not later than 1 March preceding expiration. Copies should be forwarded to the

remaining three MCAs (CINCLANTFLT, CINCPACFLT, CHNAVPERS, or COMNAVRESFOR). These requests are reviewed annually in March and a consolidated listing of activities authorized priority manning by CNO is issued to the MCAs and other interested commands. This listing is also published, as necessary, when significant changes occur in the activities receiving priority 1 or 2 manning.

Requests for priority 3 manning must be forwarded to the proper MCA via the administrative chain of command.

Format requests for priority manning may be submitted by letter or other appropriate form of communication. All requests, both initial and requests for continuation, must contain the following information:

- Activity name
- Activity code or UIC
- Priority manning level requested (PRIMAN 1 or 2)
- Category requiring priority reaming (activity, rating, rate, and/or NEC)
- Percentage of priority manning required in conformance with appendix A, article 103, of OPNAVINST 1000.16G
- Beginning and ending dates for requested priority manning, in months and calendar years
- Complete justification for priority manning

ACTIONS BY COMMANDERS, COs, OICs, MCAs, AND THE DCNO (MPT)

The commanders, COs, and OICs should initiate requests for priority reaming only when such manning is mandatory for mission accomplishment. They should initiate necessary requests as early as possible to permit orderly processing, proper personnel management, and fulfillment of authorized priority manning requirements.

The MCAs evaluate all initial and continuation requests for priority 1 or 2 manning, submit comments to CNO with recommendation for approval or disapproval, and state rationale for recommendation. CHNAVPERS includes in the comments an impact statement of the effect that the requested priority manning will have on the portion of the Navy not receiving priority manning. This impact assessment

includes all ratings and/or NEC communities involved in the request. In addition, MCAs consider all requests for priority 1 or 2 manning that are recommended for disapproval for a lower level of priority manning and submit recommendations; authorize, control, and manage priority 3 manning for assigned activities; and periodically review all priority manning to make sure priority manning requirements are minimized.

The DCNO (MPT) authorizes, controls, and manages priority 1 and 2 manning; evaluates requests for priority 1 or 2 manning and approves or disapproves the request; and annually reviews all units authorized priority 1 and 2 manning to determine the requirements for continuation of this level of manning.

NAVY MANPOWER MOBILIZATION SYSTEM

The NAMMOS is a manpower requirement determination process that identifies the wartime manpower requirements for a shore/support activity. NAMMOS is maintained and operated by NAVMAC. NAMMOS identifies functional categories (FUNCATs) that describe what types of work must be done to support Navy Operating Forces in mobilization. It uses existing manpower determination methods to derive manpower requirements.

Manpower claimants and activities conduct an annual review of their mobilization requirements, verifying their demand for manpower in terms of quantity, quality, and time-phasing. Requests to change or establish manpower mobilization requirements are submitted to CHNAVPERS, Manpower Requirements and Authorization Division (PERS-51), via the appropriate chain of command and NAVMAC. NAMMOS incorporates three subsystems which are the Mobilization Requirements Determination (MRD), the Manpower Type Determination (MTD), and the Reserve Requirements Determination (RRD). These subsystems are discussed in OPNAVINST 1000.16G.

MANPOWER, PERSONNEL, AND TRAINING INFORMATION SYSTEM

The Manpower, Personnel, and Training Information System (MAPTIS) is the combination of the separate but interrelated ADP information systems that support the Navy's total force management. The MAPTIS provides an integrated management approach for systems that have been planned and developed under various management methods. The systems have been

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FOR DETAILED DESCRIPTION OF ENTRIES, REFER TO OPNAVINST, 1000.16 (SERIES)															1		2																
ACTIVITY CODE		ACTIVITY NAME			UIC		CLAIMANT		SHC		HOMEPORT GEOGRAPHIC LOCATION			RSPN AG/SAGS/S/PS		DSK MCA		TRANSACTION															
2135-0305-05		NETPMSA OTH TRNG SUPP PROG			42101		CHET				FL, PENSACOLA			01 M6MS 1 05		DL B		C10062 11/23/91															
3		4			5		6		7		8			9		10		11															
EFF. DATE		BILLET POSITION SEQUENCE		BILLET/POSITION TITLE		A C C		P A C		S DLS/GR		PNOBC		PSP		PAQ		PC															
15/SAG		CODE				BP		SC		SNOBC		SSSP		SAQ		LANG		SI															
17		16		19		20		21		22		23		24		25		26															
M6MS	01410	PC	TRAMAN WRITER			PCC																											
M6MS	01420	PC	EXAM WRITER			PCC																											
M6MS	01440	PN	TRAMAN WRITER			PNC																											
M6MS	01460	PN	EXAM WRITER			PNC																											
M6MS	01470	RP	TRAMAN WRITER			RPC																											
M6MS	01480	RP	EXAM WRITER			RPC																											
M6MS	01520	SH	EXAM WRITER			SHC																											
M6MS	01540	SK	TRAMAN WRITE			SKCS																											
M6MS	01560	SK	EXAM WRITER			SKC																											
M6MS	01580	YN	TRAMAN WRITER			YNCS																											
M6MS	01600	YN	EXAM WRITER			YNC																											

Figure 5-1. Manpower Authorization, OPNAV 1000/2.

grouped into two types: Management Information Systems (MISS) that use large-scale systems of records and process factual data and Decision Support Systems (DSSs) that are model-based systems for the projection of future trends. MAPTIS is under the authority of CNO (OP-16).

MANPOWER AUTHORIZATION

The Manpower Authorization, OPNAV 1000/2, issued by CHNAVPERS (PERS-51), shows the qualitative and quantitative expression of manpower requirements authorized by CNO for each naval activity. The OPNAV 1000/2 has the following uses and applications:

- As an expression of manpower needs of an activity, it is the authority used by CHNAVPERS and the applicable enlisted personnel distribution office to distribute personnel and mobilize the Naval Reserve.

- OPNAV 1000/2 is the basic document for current and future peacetime and mobilization Navy military manpower planning in the areas of personnel strength

planning, recruiting, training, promotion, personnel distribution, and Naval Reserve recall.

- Also, OPNAV 1000/2 is the single official statement of organizational manning and billets authorized. Billets authorized are the billets approved by CNO for current operating conditions and may, depending on the mission of the activity, represent full organizational manning; for example SMD or SQMD.

Figure 5-1 shows a sample of a section of an actual manpower authorization document. Block descriptions for the OPNAV 1000/2 are contained in the OPNAVINST 1000.16G.

MANPOWER AUTHORIZATION SHORT FORMAT CHANGE REQUEST (MILITARY SHIPS AND SQUADRONS ONLY)

A short format is used for requesting minor changes to manpower authorizations to reduce response time. These changes must be of a routine nature. The changes

From: Your command
To: CHNAVPERS (PERS-51)
Via: Type commander/claimant

Manpower authorization (activity title) _____

Activity code or UIC

Transaction number of latest MPA held _____

Change requested: (Clearly state what change is requested.)

Billet: (Identify each billet for which changes are requested. Indicate billet sequence code, title, and designator/grade or rating/rate.)

Justification: (Clearly state why the change is requested.)

**NOTE: Type commander's statement of applicability to other like commands:
(send via MANCLASS)**

copy to:
CO, NAVMAC

Figure 5-2. Manpower authorization short-format change request.

requested by use of the short format are restricted to the following:

- NEC changes incident to changes in authorized equipment.
- Navy officer billet classification (NOBC) changes for billets that do not require special pay and are not applicable to other similar commands.
- Correction of typographical errors noted in manpower authorizations; for example, billet title.

Figure 5-2 shows the letter format that must be used and information that it must contain. The letter must be modified to conform with the *DON Correspondence Manual*.

COMPLETION OF MANPOWER AUTHORIZATION CHANGE REQUEST

The Manpower Authorization Change Request, OPNAV 1000/4A, is used by the activities to request the assignment of manpower or changes to manpower authorizations. The form is also used by CNO for the

introduction of manpower requirements data into the NMDAS.

The completed form is forwarded under a letter that must reference the transaction number and date of the manpower authorization on which the requested change is based and must include the justification for the requested change.

Bold legible handprinting is acceptable on any OPNAV 1000/4A submission. The expense of typing these forms is seldom warranted.

Separate OPNAV 1000/4A forms must be prepared in requesting changes to officer, enlisted, and civilian manpower authorizations. When a change request is prepared, consideration must be given to all billets/positions in the activity that will be affected by the change.

Unless a complete reorganization is being requested, only those billets/positions to be added, changed, or deleted should be entered on the OPNAV 1000/4A. The original and two copies of the form must be submitted via the administrative chain of command to PERS-51. Additional copies should be prepared as

required for retention by the originator and intermediate addressees.

A personal computer software package, micro manpower authorization change requests, has been provided to most claimants. This software package creates an automated Manpower Authorization Change Request, OPNAV 1000/4A, for use in uploading into the MANCLASS. Contact your command's claimant to determine if automated or hard copy submission is desired.

Figures 5-3 and 5-4 show samples of manpower authorization change requests. Block descriptions for the OPNAV 1000/4A are contained in OPNAVINST 1000.16G.

COMPLETION OF MANPOWER CHANGE SUMMARY SHEET

Use the Manpower Change Summary Sheet, OPNAV 1000/52, to summarize changes of 10 or more billets. Summarize the changes by designator and grade for officer billets and rates for enlisted billets. For fewer than 10 billets, you may include summaries in a forwarding letter such as the one shown in figure 5-2. Remember to submit separate summaries for changes involving officer and enlisted personnel.

If a change request involves two or more activities, submit a summary sheet for each individual activity and a consolidated summary. If the summary differs by fiscal year, indicate differences or submit a separate summary sheet for each fiscal year. List each designator and rating on a separate line of the summary sheet in the order appearing in the Manpower Authorization, OPNAV 1000/52, summary. Show all designators or ratings undergoing change.

Record the losses (compensation) in the upper left portion blocks and record the gains in the lower right portion. Summarize the Total columns vertically and

horizontally. Enter the results in the blocks directly above Grand Total. Complete the Net Change line. Omit the Grade Points line; this line is no longer used.

Figures 5-5 and 5-6 provide you with two samples of properly prepared manpower change summary sheets.

ADMINISTRATIVE CHAIN OF COMMAND

When you submit requests for manpower/billet changes, they must go to CHNAVPERS via the appropriate administrative chain of command with proper justification. The administrative chain of command is the normal chain of command as determined by your administrative organization.

REVIEWING MANPOWER AUTHORIZATION CHANGE REQUESTS

Before you submit manpower/billet change requests, always make sure information contained in the requests is accurate and complete. Lack of accuracy and completeness of information submitted may delay your requests.

SUMMARY

By now you should have some basic knowledge and understanding of manpower management and its related terminology. Manpower management is the tool used to properly and equitably distribute manpower resources throughout the Navy. As you advance in your career, you will be required to know more about manpower management. By becoming knowledgeable in this area, you will be able to better assist in the management of your command's manpower resources. In addition, you will be able to train your personnel in this important area.

[illegible]

Figure 5-3.—Enlisted Manpower Authorization Change Request, OPNAV 1000/4A.

[illegible]

Figure 5-5.—Enlisted Manpower Change Summary Sheet, OPNAV 1000/52.

Figure 5-6.—Officer Manpower Change Summary Sheet, OPNAV 1000/52.